CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: FN063					
Classification Specification: FINANCE DIRECTOR					
Salary Range: <u>Level 3 Management Benefit Level A</u>					
Position Description: Finance Director					
Incumbent:					
Location: Finance – Administration					

GENERAL PURPOSE:

Under the direction of the Mayor and the Chief Administrative Officer, incumbent is responsible for planning, developing, implementing, administering and evaluating the comprehensive programs and services of the Finance Department based on the City's present and future needs.

This executive level position is involved in the development of short and long-range plans to meet the Strategic Plan targets set by City Council and the Mayor, development and administration of financial policy, financial planning, accounting, payroll, accounts payable, budgeting, cash & investment management, debt management, purchasing, collection of city funds, utility billing, customer services, water meter reading, and related functions. The incumbent shall have complete charge of all the work and employees of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provide leadership, direction and professional development to Finance Department staff; hire, discipline, supervise, motivate and evaluate assigned staff; ensure department meets organizational goals, objectives and the City Council Strategic Plan issues.

Responsible for the financial planning, accounting, budgeting, cash and investment management, debt management, inventory of capital assets, and development of financing alternatives for the City.

Provide principal assistance to the Mayor and Chief Administrative Officer and other department directors in the preparation of the Annual Budget; provide information to the Council and Mayor relating to budget and financial management; provide internal consulting services and serve as technical advisor to department directors, managers, supervisors and employees regarding fiscal needs and issues.

Serve as a member of the Mayor's Leadership Team involved in the development of citywide short and long range strategic plans, policies and organizational development, coordination of interdepartmental activities, formulating policies for consideration of the

Position Description: Finance Director Page 2 of 4

City Council, designing and reviewing financial and administrative policies and procedures, serving on special project teams and conducting executive briefings.

Assess the fiscal needs of the City in cooperation with management staff, employees and elected officials; maintain knowledge of current trends and developments in the financial management field.

Responsible for the development and implementation of advance theory and techniques as they apply to municipal government finance and operation.

Oversee financial planning and financial administration of the City, including budget preparation and monitoring, financing reporting.

Ensure the maintenance of the city's accounting systems, payroll and accounts payable are in accordance with recognized practices and standards.

Oversee customer services including services to citizens for meter reading, utility billing, special assessment billing, traffic violation, business licenses, accounts receivable and general cashiering and services to City departments for purchasing, stores, postage and other support service functions.

Perform other duties and special assignments as directed by the Chief Administrative Officer, Mayor or Council, or as may be required by the laws of the state.

Become familiar with, follow, and actively support the City's vision, mission, values and adopted behaviors.

PERIPHERAL DUTIES AND RESPONSIBILITIES:

Attend City Council and department head meetings.

May serve as acting Chief Administrative Officer in the CAO's absence as assigned.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Advanced principles of municipal government finance administration with particular reference to budgeting, accounting and fiscal planning and purchasing procedures and practices including preparation, management, monitoring, transfers and reporting
- Practices, techniques, and laws governing the financial administration of municipal government
- Generally Accepted Accounting and Auditing Principals
- Municipal government policies, procedures, structure, applicable local, state and federal laws, codes, regulations and ordinances
- Considerable knowledge of the function, organization, staffing and operating procedures of City government
- Financial analysis and projection techniques; cost and revenue analysis; budget control

Position Description: Finance Director Page 3 of 4

- Investment instruments and financing options
- Current literature, trends, and developments in the field of financial management
- Methods, techniques and practices of maintaining complex financial records
- Effective and result-oriented management principles and practices
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication

SKILLED IN:

- Directing the preparation of operating and capital budgets
- Directing financial analysis, projections and forecasts
- Evaluating and interpreting complex financial data and making appropriate recommendations
- Planning, developing, implementing, maintaining, evaluating, auditing and modifying comprehensive and integrated governmental financial programs
- Gathering, correlating and analyzing facts and devising solutions to financial and management problems
- Effective organization and expression of ideas through use of oral and written communications
- Effective use of interpersonal skills in a tactful, patient and courteous manner
- Managing staff including hiring, training, directing, evaluating, awarding and disciplining employees

ABILITIES TO:

- Develop written accounting policies and procedures which are to be used as operating guidelines of the accounting department
- Lead, motivate and maintain a high level of morale
- Effectively direct and evaluate the work of others
- Establish and maintain effective working relationships with elected officials, employees, supervisors, department heads, Chief Administrative Officer and the public
- Compose, proofread and edit speeches and articles for publication, general correspondence, reports, contracts, financial policies and procedures, etc.
- Read, analyze and interpret technical journals, financial reports, legal documents, operating and procedure manuals, general business periodicals, professional journals, government regulations, etc.
- Respond to common inquiries or complaints from personnel, regulatory agencies or the public
- Speak effectively and present information to top management, employee groups, public groups and/or City Council
- Understand and perform mathematical computations
- Define problems and develop creative, effective, valid solutions

MINIMUM EDUCATION/EXPERIENCE REQUIRED:

Education: Bachelor degree in Finance, Accounting, Economics, Public Administration,

Business Administration or related field; and

Experience: Five (5) years of municipal Financial management experience.

Or: In place of the above requirements, may possess any combination of relevant

Position Description: Finance Director Page 4 of 4

education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- Certified Public Accountant
- Masters Degree is highly desirable.

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer and related software, telephone, fax and copy machine, calculator, and projector.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an office environment subject to frequent interruptions; may be exposed to individuals who are irate or hostile; may be subject to long hours due to the attendance at City Council and Committee meetings and other responsibilities required at this executive level. The noise level in the work environment is usually moderate.

SIGNATURE	ES:				
Incumbent's Signature		Date	Supervisor's Signature	Date	
Approval:					
Department Director/Designee		Date	Employee Services Director/Designee Date		
** Note:		nce appraisa	and updated annually at the time of the al; when this position becomes vacant; or, if the ad significantly.		

Revised: 06/12/03, 2/8/07 AH